Notice of Dismissal   
of an Alleged Departure from Academic Integrity

In accordance with the *Senate Academic Integrity Procedures – Requirements of Faculties and Schools October 2023 (*[*SAIP – RFS Oct 2023*](https://www.queensu.ca/secretariat/policies/senate/academic-integrity-procedures-requirements-faculties-schools)*)*

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| --- | --- | --- | --- |
| **Date** | | Click or tap to enter today’s date. | |
| **Instructor’s Name**  **Instructor’s Queen’s Email Address** | | Click or tap here to enter first & last name.  Click or tap here to enter Queen’s email. | |
| **Course Number, Section, Term, Year**  **Course Faculty or School**  **Value of Work under Investigation** | | Click or tap here to enter Course number, section, term & year.  Choose the course’s faculty or school from list.  Click or tap here to enter a numerical value of the individual assignment.% of final grade | |
|  | NO FINDING. INVESTIGATION CLOSED & ALL DOCUMENTS DESTROYED | |  |
|  | After a thorough investigation of a possible departure from academic integrity in the above course, I have concluded that the evidence does not support a finding of a departure from academic integrity. All documents and correspondence related to this case have been destroyed. | |  | |

## How this notice will be distributed

1. The decisionmaker must email this notice to the student who was the subject of the investigation.
2. The decisionmaker must email a copy of this notice under separate cover (i.e. not in the same email to preserve the student’s anonymity) to the **Choose the AI Administrator who coincides with course’s faculty or school from list.**.

## How this notice will be used

This notice is kept as a means of tracking the number of cases of possible departures from academic integrity that are investigated each academic year in order to enable reporting to Senate. **No personal information related to the student is included on this form**.

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| Decisionmaker’s Name  Decisionmaker’s Title  Decisionmaker’s Faculty or School  Decisionmaker’s Queen’s Email Address  Decisionmaker’s Role | Click or tap here to enter first & last name.  Click or tap here to enter title (e.g. Assistant Professor).  Choose your faculty or school from list.  Click or tap here to enter Queen’s email.  Choose a role. |